

**State of Washington
Department of Transportation
Notice to Consultants
On-Call Interior Design Services for WSF**

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered for On-Call Interior Design Services for Washington State Ferries (WSF).

Project Description

WSDOT will be awarding one (1) On-Call agreement for approximately \$500,000. This agreement will be for a four (4) year period, beginning approximately July 1, 2002.

This On-Call agreement consists essentially of coordinating the interior decorating of vessel passenger spaces. In doing so, the consultant will conduct product research, meet with vendors to establish alternatives, coordinate material requirements with applicable regulatory body standards, make recommendations for proposed color selections, and arrangement plans, and attend coordination, progress, or presentation meetings with the state or such federal, county, city, community or other group as requested.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

- Qualifications/Expertise of Firm;
- Qualifications of Proposed Project Manager(s);
- Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
- Firm's Project Management System (Prime Consultant Only);
- References/past performances (Prime Consultant Only, Performance Evaluation Completed by Reference); and
- Cost Factors (Prime Consultant and Sub-Consultant.)

The definitions for each of the proposed criteria may be found at the following link:

Criteria Definitions for On-Call Interior Design Services for WSF

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their RFP at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of fifteen (15) sheets submitted only on single sided typed 8.5" x 11" paper (If charts and/or graphs are utilized text must be readable size font), and with

type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, and the Performance Evaluation Completed by Reference forms.

The RFQ shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Identification Title on the RFQ envelope and/or submittal;
- Transmittal Letter;
 - Statement committing staff identified will actually be assigned to any contract resulting from this advertisement.
- Complete the Submittal Information Packet for the Prime and all proposed Sub-consultants;
- Responsiveness to six (6) evaluation criteria;
- Meeting page limitation and font size requirements;
- Meeting submittal deadline submission date; and
- Meeting performance evaluation by client deadline date (if applicable).

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the Revised Code of Washington (RCW) 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your submittals, whether mailed or hand-delivered, **must arrive at the following address no later than 5:00 pm on Friday, May 31, 2002:**

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

Any questions regarding the technical aspect of this RFQ should be directed to Mr. Laurens Zuidweg, at 206-515-3611.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a race-neutral means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Friday, April 26, 2002 and Friday, May 3, 2002.